

GUIDELINES and APPLICATION
for the

ARTS WORK

Visual and Performing Arts Education
Grant Program
2003 – 2004



PREPARED BY THE
CALIFORNIA DEPARTMENT OF EDUCATION
CURRICULUM AND INSTRUCTIONAL LEADERSHIP BRANCH
(916) 445-7330

APPLICATION DEADLINE: January 31, 2003

CALIFORNIA DEPARTMENT OF EDUCATION

Guidelines and Application for the

ARTS WORK:

**Visual and Performing Arts Education Grant Program
2003–2004**

The goal of the ARTS WORK: Visual and Performing Arts Education Grant Program is to provide funding to local education agencies (LEA) to help implement comprehensive, standards-based instructional programs in the visual and performing arts. As part of California's educational reform efforts, arts education is considered an essential a part of the core curriculum, and should be included as districts and schools plan standards-based programs for all students.

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CALIFORNIA DEPARTMENT OF EDUCATION

ARTS WORK: Visual and Performing Arts Education Grant Program 2003–2004

Technical Assistance Workshops

Staff from the California Department of Education Visual and Performing Arts Office and the California Arts Council will provide technical assistance workshops to explain the application process for the ARTS WORK: Visual and Performing Arts Education Grant Program and the Local Arts Education Partnership Grant Program. The workshops will be held at the times and locations listed below. The sessions include an overview and history of the grant programs, brief descriptions of successful projects, and how the programs link to the *Visual and Performing Arts Content Standards for California Public Schools* and the *Visual and Performing Arts Framework for California Public Schools*. Details of the applications will be explained including planning and budgeting. Time is allowed for questions and answers. To register for one of the following workshops, please call (916) 323-1318.

Workshop 1: Wednesday, October 23, 2002 (12:30–3:30 p.m.)

Shasta County Arts Council

1313 Market Street, Redding, CA – (530) 241-7320

Workshop 2: Monday, October 28, 2002 (12:30–3:30 p.m.)

San Jose Museum of Art, Wendell Center

110 South Market Street, San Jose, CA – (408) 271-6840

Workshop 3: Tuesday, October 29, 2002 (12:30–3:30 p.m.)

California Arts Council, Room 940-2 (Ninth Floor)

1300 I Street, Room 834-1, Sacramento, CA – (916) 322-6555

(Please bring photo identification to enter the building)

Workshop 4: Wednesday, October 30, 2002 (12:30–3:30 p.m.)

Fresno Metropolitan Museum

1515 Van Ness, Fresno, CA – (559) 237-9734

Workshop 5: Monday, November 4, 2002 (12:30–3:30 p.m.)

Riverside Art Museum

3425 Mission Inn Avenue, Riverside, CA – (909) 680-1345

ARTS WORK: VISUAL AND PERFORMING ARTS EDUCATION GRANT PROGRAM 2003–2004

Guidelines

A. Funding Source

Proposition 98 funding for a \$3,000,000 Visual and Performing Arts Education Grant Program was first made available in the Governor's 1998-99 budget. Funding was increased in the 1999-2000 budget to \$6,000,000 and remains at this level. Item 6110-177-0001, states: For local assistance, Department of Education (Proposition 98), Program 20.10.035 – Local Arts Education Partnership Grant Program. The funds appropriated by this item shall be used for arts education programs conducted by local education agencies pursuant to guidelines developed by the State Department of Education and approved by the State Board of Education, as authorized by Chapter 5 (commencing with Section 8810) of Part 6 of the Education Code."

The visual and performing arts consultant within the Curriculum and Instructional Leadership Branch of the California Department of Education (CDE) coordinates this program.

B. Grant Program Goals

The goal of the Visual and Performing Arts Education Grant Program is to provide funding to Local Education Agencies (LEA's) to help all students achieve high standards across the curriculum by implementing comprehensive, standards-based instructional programs in the visual and performing arts. To realize this goal, it is essential that arts education be part of the core curriculum, and be included as districts and schools plan standards-based programs for all students. The intent is to provide seed funding upon which LEA's will expand using other sources.

As stated in *ARTS WORK: A Call for Arts Education for All California Students*, the report of the Superintendent's Task Force on the Visual and Performing Arts (1997), and as outlined in the *Visual and Performing Arts Framework for California Public Schools* (1996),

effective arts education programs have, at the minimum, five essential elements. Effective arts education programs are:

- Comprehensive and sequential
Sequential, standards-based knowledge and skills in dance, music, theatre, and the visual arts, reach all students as they progress through the grade levels.
- Linked with other school programs
By correlating the arts and other core subjects in meaningful and substantive ways, instructional goals in each subject are achieved.
- Based on commitment
The school board, the district and school administrators, teachers, visual and performing artists, persons in arts related careers, parents, and the community participate in the implementation of effective arts education programs.
- Supported by adequate resources
Resources include personnel, time in the school day, opportunities for professional development, and necessary materials and facilities.
- Connected to the community
Connections to the community are made through student performances and exhibitions; through students' first-hand study and observations of the arts in such places as museums and concert halls; through the involvement of artists, local arts agencies and non-profit arts organizations, and the community in the instructional program and performances at school; and through the use of electronic technology.

C. General Program Information

Grants for visual and performing arts education are available in four grant programs that address various needs, goals, and objectives or that builds on the Local Arts Education Partnership Program (description in Appendix 4). The funds provided for this grant program are intended as "seed money" to allow a standards-based visual and performing arts program to become established and to encourage a school district to secure funds for continuing the program at a district-wide level in the future. Proposals that do not describe plans to obtain future support over the next two to five years will be less competitive in receiving funding from the California Department of Education. Funds are for programs that occur primarily during the school day.

Grant applications must be received at the CDE or postmarked on or before January 31, 2003. A team of highly qualified educators and arts education professionals will evaluate all grant applications. Staff at the CDE will further review those applications recommended for funding before submission to the Deputy Superintendent of the Curriculum and Instructional Leadership Branch for final approval. Grant funds will be disbursed by May 31, 2003.

Arts Education Grant Programs and Eligibility

A. Who May Apply

School districts that evaluate themselves as ready to plan, implement, improve, or expand a comprehensive, standards-based instructional program in the visual and performing arts, county offices of education in collaboration with a school district or districts, or districts currently in or exiting the LAEP program may apply for grants under ARTS WORK: Visual and Performing Arts Grant Program. Applications will not be accepted from individual schools.

Governing boards of school districts and county offices of education or county superintendents of schools defined as local education agencies (LEA) are eligible for Proposition 98 funding. A LEA may apply for more than one grant, but only one in each program they are eligible for and only one in each category for Program III of this grant program. A LEA receiving a grant in the 2002-2003 cycle may reapply except in Program II. If applying for Program II, an LEA may not apply for any other grant program. LEA's that have applied for an LEAP grant as a consortium of several districts must apply for an Arts Work grant with one district only designated as the lead applicant.

B. Grant Programs

Program I – Local Arts Education Partnership Assistance Grants **Maximum Amount: \$25,000**

The Local Arts Education Partnership (LAEP) Assistance Grant Program provides grants of up to \$25,000 to a LEA involved in a successful application to the Local Arts Education Partnership (LAEP) program. By being the designated LEA in a LAEP grant application to the California Arts Council in the 2003-2004 cycle, districts are eligible to apply for this Arts Work Assistance Grant. The LEA must meet all the requirements as specified in the LAEP Grant Application submitted to the California Arts Council. Funding from an ARTS WORK grant cannot be used for the match required in the LAEP Guidelines. Award of this grant is conditional on receiving an LAEP grant in which the applying agency is named as the Local Education Agency partner. Notification will follow California Arts Council approval (May 2003) of the LEA's LEAP grant application.

Assistance Grants provide districts accepted into the LAEP program the opportunity to supplement the planned LAEP program by expanding the breadth and the depth of the proposed visual and performing arts program. In addition, the district must develop and implement visual and performing arts standards. Applications will only be considered that plan or implement comprehensive, standards-based dance, music, theatre, and visual arts instructional programs. Additional information on the LAEP program may be found in Appendix 4.

Program II – Local Arts Education Partnership Expansion Grants
Maximum Amount: \$50,000

This program provides grants of up to \$50,000 each to fund comprehensive, standards-based arts education programs in school districts currently completing their third and final year of the LAEP program. This allows for continuing and expanding the depth of efforts to implement and sustain an arts education program district-wide as called for in the LAEP program guidelines. These districts are also required to implement adopted visual and performing arts standards. Districts must name a program coordinator who will be provided with sufficient time to effectively coordinate the activities described in the grant application plan. Applications will only be considered that include implementing comprehensive, standards-based dance, music, theatre, and visual arts instructional programs. The following districts, currently in their third year of the LAEP program, are eligible for this grant:

Carpinteria Unified School District
Desert Sands Unified School District
Nevada City School District
Tuolumne County Office of Education

Program III – Arts Education Implementation Grants
Maximum Amount for Each Category: \$22,000 to \$25,000

This program provides grants in four categories to assist districts in implementing standards-based arts education programs that are in alignment with the Visual and Performing Arts Education Grant Program Goals (Pages 4-5), the *Visual and Performing Arts Content Standards*, and the goals in the *Visual and Performing Arts Framework*. Applicants may apply for one grant in each category. The project described should be part of a district-wide long-range plan to implement a comprehensive, standards-based arts education program for all students. A program coordinator must be named and provided with sufficient time to coordinate the successful completion of the project. The four categories are:

- | | |
|------------|---|
| Category 1 | Visual and Performing Arts Standards Development and Implementation |
| Category 2 | Student Assessment in the Visual and Performing Arts |
| Category 3 | Model Arts Programs Network Project |
| Category 4 | Special Projects in the Visual and Performing Arts |

Program III, Category 1 – Maximum Amount: \$22,000
Visual and Performing Arts Standards Development and Implementation

This grant is to be used for the development and adoption of standards in dance, music, theatre, and the visual arts, and to begin an implementation plan or process that includes (at the minimum) professional development, curriculum development, instructional models and strategies, and the development of base-line student assessment in the arts. The application must provide objectives based on the above goals, the process that will be used to achieve the objectives, the activities that will take place, a timeline, and a budget.

Program III, Category 2 – Maximum Amount: \$25,000
Student Assessment in the Visual and Performing Arts

Any district that has developed and adopted arts standards may apply in this category. A county office of education may apply in collaboration with school districts. The districts or county offices of education receiving this grant will collaborate with the California Department of Education's California Arts Assessment Network (CAAN) to:

- develop and begin implementing pilot models of district-wide arts assessment
- develop standards-based test items and tasks for a statewide arts assessment item pool
- field test items and tasks and participate in item analysis
- develop sample tests/assessments to use for base-line assessment in the arts
- pilot tests/assessments and appropriately analyze data
- identify model tasks related to arts standards and collect student work that demonstrates achievement of arts standards
- contribute to the production of assessment materials

The application narrative budget must include \$3,000 for the California Arts Assessment Network (CAAN) projects and sufficient funds for travel for up to three two-day CAAN meetings alternating between Northern and Southern California. Specific information on CAAN can be found at <http://www.teachingarts.org/CAAN>.

Program III, Category 3 – Grants of up to \$25,000
Model Arts Program Network Project

Grants in this category provide funding for school districts to become part of local and state networks involved in visual and performing arts program evaluation, planning, development, and implementation in collaboration with other districts receiving grants in this category. Applicants must describe the scope of their district's current visual and performing arts program and their readiness to begin developing a long-range district-wide visual and performing arts program implementation plan based on the goals in the *Visual and Performing Arts Content Standards*, the *Visual and Performing Arts Framework*, and the "Arts Education Program Implementation Continuum" from the *Arts Education Program Toolkit: A Visual and Performing Arts Program Assessment Process* (CDE Press, 2001).

Through the network process, including attending meetings and conferences, grantees will gain experience and insights in arts program planning, improvement and implementation at the local level. Focus areas include:

- standards-based curriculum and instruction
- securing resources and staff
- student assessment and program evaluation
- short and long-term planning strategies
- professional development
- developing collaborations and community partnerships

The application budget must include \$3,000 for Model Arts Program (MAP) Network projects and sufficient funds for travel for up to five MAP meetings. MAP Network project activities are supported through a partnership between the California Department of Education, the California Alliance for Arts Education (CAAE), the California Arts Council, and The California Arts Project. Through sub-contracts from grantees, the CAAE will provide coordination for the network and will organize meetings and two conferences. Specific information on the Model Art Program Network can be found at <http://www.teachingarts.org/MAP>.

Program III, Category 4 – Grants of up to \$22,000
Special Projects in the Visual and Performing Arts

In this category, applicants may submit a request to fund a special project. The project goals and objectives must be based on and aligned with the goals of the Visual and Performing Arts Education Grant Program, the *Visual and Performing Arts Content Standards*, and the *Visual and Performing Arts Framework*. Projects should reach a maximum number of students and provide professional development for teachers district wide. This grant is not intended for an individual school.

Projects are standards-based and may be in areas such as technology for arts programs, facilities development, arts curriculum development including curriculum that meaningfully integrates the arts into core curriculum areas, electronic media arts programs, school-to-career projects in the arts, and involvement with local arts agencies, non-profit arts organizations, or community business/industry partners. Funding may not be used solely to purchase textbooks, instructional materials, or to pay a teacher or coordinator salary (see page 32).

Program IV – On-line Arts Resource Center (TeachingArts.org)
Maximum Amount: \$500,000

This grant will be to a county office of education, school district or a partnership of two or more LEAs to expand and continue the work of TeachingArts.org, the state on-line resource center for the visual and performing arts. The LEAs must have the ability to create and store electronic resources and keep the resources current. Plans must include, at the minimum, continued and expanded identification of resources, development of resources in each of the arts, updating the site, and training for users. The project narrative description (pages 29-31) specifies the criteria for the program.

Once identified and awarded, the grant will be for a two-year period; however, it is expected that a yearly report of accomplishment of grant goals, objectives, and activities accompanied with an annual budget summary will be prepared and submitted by June 30, 2003. A final report of grant activities is due March 1, 2004.

Application Requirements and Assurances

A. Application Requirements

1. Eligibility

In accordance with the California Education Code, governing boards of school districts and county offices of education or county superintendents of schools defined as local education agencies (LEAs) are eligible for Proposition 98 funding and may apply for the ARTS WORK: Visual and Performing Arts Grant Program.

2. Governing Board Approval

All applications must have the approval of the governing board in the form of a letter on official letterhead or an excerpt from the board minutes and must follow Form 2 (Application Cover Form). Proposals without board approval, including the date the board gave formal approval, will be disqualified from the review process and returned to the applicant.

3. Application Deadline and Delivery

Applications must be postmarked by mail or delivered in person by 4:00 p.m., Friday, January 31, 2003. Facsimile (fax) machine copies will not be accepted. Three copies, an original signed copy plus two additional copies, must be submitted. Late applications will be returned to the applicant. Submit applications by hand, first class, certified, or express mail to the following:

California Department of Education
ARTS WORK: Visual and Performing Arts Education Grant Program
1430 N Street, Suite 4503
Sacramento, CA 95814
(916) 445-7330

Incomplete applications will be returned by U.S. mail with missing items indicated on the first page of the application. Applications may be resubmitted; however, they must be delivered or postmarked by January 31, 2003. Application packages received after the application deadline will be returned (unopened and unread) and not considered further.

4. Notification of Receipt of Grant

A confirmation of receipt of the grant application may be obtained by including a self-addressed stamped post card with the application. The card will be stamped with the date the grant application was received and will be returned to the applicant.

5. Review and Selection Process

Those applications meeting the requirements on the Application Checklist (Form 1) will be read and evaluated by a panel familiar with effective arts education programs and practices. This panel will deliberate, rank the proposals, and make recommendations to the CDE for funding based on scoring criteria delineated in Appendices 1, 2 and 3. Staff and administration of the CDE will also review the proposals recommended for funding.

Applicants achieving the highest point scores will be selected to receive funding for that program or category. Determination of which grants will be funded will be based upon scores received in the competitive grant reading process. The state reserves the right to vary the funding amount given an applicant based upon compliance of the grant program guidelines. Partial funding may be awarded if a proposed activity within the grant is determined to be out of compliance with the grant guidelines. The state reserves the right to reject any or all applications and may waive any immaterial deviation in any application. The state's waiver of any immaterial defect shall not excuse the grantee from full compliance with the grant terms, if a grant is awarded. Awards are considered on the need of the LEA, the grant proposal, LEA size, and funding requested.

Until the applicants are notified that the Deputy Superintendent has approved a grant award, expenditures should not be made, nor actions taken to use state funds.

6. Curricular Priorities

Priority consideration will be given to projects that are based on the goals of this grant program as stated on pages 4-5, the *Visual and Performing Arts Content Standards* (2001) and the *Visual and Performing Arts Framework* (1996). Appendix 8 provides ordering information for CDE arts education documents.

Applications must include plans for implementing all four arts disciplines (dance, music, theatre and visual arts). Grants in programs I and II must be based on the Local Arts Education Partnership Program Guidelines. Program I grants shall include work toward developing and implementing arts content standards. Program II grants shall have adopted standards and will include work toward implementing arts content standards. Grants in Program III are encouraged to employ the guidelines of the LAEP program (Appendix 4) through the involvement of partnerships with community based non-profit arts agencies or organizations as appropriate. Partnerships with business, industry and higher education institutions are also encouraged for all grants.

7. Project Completion

All projects in Programs I, II and III must be completed by May 31, 2004. No requests for extensions will be accepted. Projects in Program IV may extend over a two-year period if so specified in the application budget. A final report is required for all projects upon completion of this year of funding and must be submitted to the Visual and Performing Arts Office of the California Department of Education by June 30, 2004. Program IV must submit a first year update of accomplishment after the first year by June

30, 2004 and a final report upon completion of the second year if their project extends over two years by March 1, 2005. Applicants in all programs will receive the final report form and a reminder letter in March 2004. All final reports will be due on June 30, 2004 and will include, at the minimum, a:

- Total accounting of the expenditure of state grant funds
- Statement of the accomplishments of the project
- Description of the process used to achieve the project goal(s)
- Statement describing the use of community arts resources in the project
- List of materials that were developed and how copies might be obtained
- Copy of all materials developed by the program
- List of strategies that will enable the project to continue over the next two to five years

A portion of the grant award (25%) will be withheld until the final report is returned to the CDE. No requests for extension will be accepted. If the report is not completed and returned by the end of the grant period, a billing will be generated from the CDE for the entire amount of any grant funds advanced to the applicant.

If funding for this grant program continues in subsequent state budgets, LEAs applying for an arts education grant the following year must expend all of the current year's funds (or, in Project IV, budgeted for use in the second year) and the final report must be submitted. An applicant cannot receive another arts education grant in this program until the current grant is completed and an acceptable report is received by the CDE. At the discretion of the CDE, any LEA who submits a late final report is subject to a 10 point penalty on any subsequent 2004-2005 Arts Work grant program application.

8. Applicant Assistance

Five technical assistance workshops will be held as listed on page 3. Each workshop will provide guidance on applying for funds. Some time is usually allotted for individual consultation. Call (916) 445-7330 to register and receive further information about these workshops.

9. Application Budget

The Project Budget Narrative (Form 5) must provide a detailed plan for the use of grant funds. All expenditures must align with the objectives and activities described in the narrative. Applying LEA's should review the project budget narrative instructions on page 31 for permitted expenditures and specific budget limitations.

Any changes to the budget plan must have prior approval by the California Department of Education if money is moved from one category to another. Detailed information on making budget changes will be provided with the grant award letter. The state reserves the right to vary the funding amount given an applicant based upon compliance with the grant program guidelines.

10. Equipment Purchase and Classifications

Arts education equipment purchased totally through state arts education grant funds, is subject to state laws, rules, and regulations. The LEA is required to establish property-management policies and procedures and to maintain equipment inventory-control records, including equipment description, identification number, acquisition date and acquisition cost, funding source, location, use, condition, and ultimate disposition. In addition, the LEA is required to label all arts education equipment. Equipment purchased with state funds and no longer needed, worn out, stolen, obsolete, or the like must be taken off the LEA's inventory list in accordance with state regulations governing the disposal of equipment.

Equipment purchased by an LEA with Arts Work grant funds must be used for the purposes for which it was purchased as long as it is needed, whether or not the LEA arts education program continues to be supported by state funds. When the equipment is no longer needed for the purposes for which it was purchased and this lack of need is documented, the equipment may be used in other arts education programs/services in the following order of priority:

Priority 1 – Programs or services currently funded with state arts education funds

Priority 2 – Programs or services previously funded with state arts education funds

The determination as to whether an item should be classified as equipment or supplies is made on the basis of the length of time that the item is serviceable and its contribution to the value of the school facility. LEA personnel should use the following criteria, as set forth in the *California School Accounting Manual* (latest edition), to make the appropriate item determination. If all answers are no, the item should be considered equipment.

1. Does the item lose its original shape and appearance with use?
2. Is it consumable, with a normal service life of less than two years?
3. Is it easily broken, damaged, or lost in normal use?
4. Is it usually more feasible to replace it with an entirely new unit than to repair it?
5. Is it an inexpensive item, having the characteristics of equipment?
6. Does the small unit cost make it inadvisable to capitalize the item?

In addition to meeting each of the above criteria, to be considered equipment, an item must have a useful life of more than one year and an acquisition cost of \$500 or more. Except for Program IV, requests for purchase of arts education equipment exceeding a total of \$5,000 will not be approved.

The original purchase of equipment or additional equipment, either as a direct purchase or as a lease purchase, must be recorded in object classification 6000, *Capital Outlay*. Please note that it is not appropriate to charge the indirect cost rate to capital outlay expenditures and therefore should be excluded from the determination of the indirect cost rate for the project.

B. General Timeline for Arts Education Grants

Grant application information distributed to every school district.....	September 2002
Technical Assistance Workshops.....	October/November 2002
Application deadline.....	January 31, 2003
Review of grant applications.....	February 26-28, 2003
Official letters of notification of grant award mailed to grant recipients	April 30, 2003
Funds disbursed by.....	May 31, 2003
Beginning date for grant activities.....	June 1, 2003
Final report forms mailed to all grant award recipients.....	March 2004
Ending date for all grant activities.....	May 31, 2004
Postmark deadline for submitting final reports on grants.....	June 30, 2004

C. Assurances

1. General Assurances

- a. Programs and services shall be in compliance with Education Code Section 200 and following, Government Code sections 11135 through 11139, Title VI and Title VII of the Civil Rights Act of 1964, Title IV of the CRA of 1964 at 42 U.S.C. 2000d, Title IX of the Education Amendments of 1972 at 20 USC 1681, Age Discrimination Act of 1975 at 42 U.S.C. 6102, Section 504 of the Rehabilitation Act of 1973 at 29 USC 794, Gov. Code 12900 et seq., Title 5, California Code of Requirements, Section 4960, and any and all other federal and state laws and regulations involving assurances that school districts will not discriminate on the basis of race, ancestry, ethnic group identification, religion, creed, age, color, sex, or a mental or physical disability, marital or parental status.
- b. All state statutes, applications, regulations, and program plans applicable to each program, under which state funds are made available through this application will be met by the applicant agency in its administration of each program, and the undersigned is authorized to file these assurances for such applicant agency.
- c. The Drug-Free Workplace Certification as required by Government Code Section 8355 (Form 7).
- d. The LEA will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for, state funds paid to that agency under each program.
- e. The LEA shall make reports to the California Department of Education as may be reasonably necessary to enable the State Board of Education and the State Superintendent of Public Instruction to perform their duties and will maintain such records and provide access to those records as the aforementioned deem necessary. Such records shall include, but not be limited to, records that fully disclose the amount and disposition by the recipient of those funds, the total cost of the activity for which the funds are used, the share of that cost provided from other sources, and such other records as will facilitate an effective audit. The recipient shall maintain such records for three years after the completion of the activities for which the funds are used.
- f. Any application, evaluation, periodic program plan, or report relating to this program will be made readily available to parents and other members of the general public.
- g. Records capable of being audited from each participating district and school program will be maintained on file at the district office.

2. Specific Assurances

- a) All approved project funds must be expended or obligated within the dates designated and for the amount stated in the Notification of Visual and Performing Arts Education Grant Award. Encumbrances may be made at any time after the beginning date indicated under the Period of Grant.
- b) Expenditures shall comply with all applicable provisions of state and local rules, regulations and policies relating to the administration, use and accounting for public school funds, including but not limited to the Education Code of the State of California.
- c) All materials developed under these grants will be copyrighted solely under the name of the California Department of Education.
- d) The grantee shall submit an expenditure report by the ending date. The final report will contain budgetary and programmatic reports. It will also include an assessment of the project and its ongoing benefits to students.
- e) Failure to submit a final expenditure report by the ending date of the grant will result in the disqualification of a proposal in the following fiscal year, should the grantee decide to submit one. Late reports will incur a 10-point deduction on any Arts Work grant program application submitted for the 2004-2005 grant year.
- f) Failure to submit a final expenditure report at the termination of the grant will result in a billing from the California Department of Education.
- g) The signature on the Application Cover Form (Form 2) shall be from the Superintendent responsible for fiscal responsibility of the project. The signature acknowledges the agency's acceptance of the terms of the "General Assurances of the Visual and Performing Arts Education Grant Program" and "Specific Assurances for the Visual and Performing Arts Education Grant Program."

D. Additional Terms for the Arts Education Grants

Cumulated funds withheld by the Department from grant payments made to the grantee shall be paid to the grantee after the final report has been received and reviewed by the Department and found to be acceptable and complete.

This grant is of no force and effect until signed by all parties and all approvals are secured ("execution"). Any commencement of performance prior to grant execution shall be done at the grantee's own risk.

The terms and conditions of this grant supersede any other oral or prior written understanding concerning the nature of this grant. No alteration or variation of the terms of this grant shall be valid or binding unless made in writing and signed by parties hereto.

Whenever the grantee has knowledge that any actual or potential situation, including but not limited to labor disputes, will delay or threatens to delay timely performance of the work under this grant, the grantee shall immediately give written notice thereof and provide any relevant information to the CDE project monitor.

Any notice, request, demand, consent, or other item required or permitted under this grant or applicable law must be in writing and shall be deemed duly given or made only (a) if personally served upon the party intended to receive it, in which case it is effective when delivered; or (b) is sent by certified mail, return receipt requested, postage prepaid, addressed to the party at its address set forth below, in which case it is effective on receipt by any person residing at such address; or (c) is sent by FAX with a copy sent on the same date by first class mail, postage prepaid, addressed to the party at its address set forth below, in which case it is effective as of the date of mailing.

California Department of Education
High School Improvement Unit
Visual and Performing Arts
1430 N Street, Suite 4503
Sacramento, CA 95814
FAX: (916) 324-4848

The grantee may enter into subcontracts for performance of functions under this grant. Before entering into a subcontract, which was not fully described in the original application or work proposal, the grantee shall, first, notify the CDE of each proposed subcontract. For each proposed subcontract, the grantee shall prepare a work plan for the task and budget. Any subcontract issued by the grantee shall include all the relevant terms and conditions of this agreement and its attachments in addition to other relevant terms and conditions.

The grantee is the sole point of contact for all matters related to this grant. No subcontract entered into under the grant shall in any way relieve the grantee of any responsibility for performance of its grant duties.

The grantee warrants that no person or selling vendor has been employed or retained to solicit or secure this grant upon an agreement or understanding for a commission, percentage, brokerage or contingent fee.

The CDE and all authorized state control agencies shall have access to all internal and external reports and documents used by the grantee in the performance and administration of this grant. The CDE shall have the right to monitor all aspects of the grantee's performance regardless of whether there are specific performance requirements in the grant pertaining to the area being monitored.

The grantee shall provide all duly authorized representatives to the CDE or the state with full access to any and all grantee and subcontractor procedures not described elsewhere in this contract.

The grantee and all subcontractors will maintain financial and accounting records and supporting evidence pertaining to the fulfillment of this grant in accordance with generally accepted accounting principles and the procedures herein specified.

The grantee warrants that it has secured or will have secured any necessary rights, clearances and licenses with respect to all materials and elements embodied in or used in connection with the performance of this grant, and that all included material will neither violate nor infringe upon the copyright, service mark, trademark, privacy, creative or other rights of any person, firm, corporation or other third party.

Upon request, the grantee shall provide the CDE with documentation indicating a third party's written approval for the grantee to use the third party's trademark or trade secret.

The grantee shall be held liable for any infringement and shall indemnify, defend and hold harmless the CDE for any infringement action which may be brought against it or the CDE.

E. Grievance Process

Protests to the grant award shall be filed within ten (10) working days of the notice of intent to award. Only those LEAs, which submitted an application, may protest the grant award. Protests shall be limited to the grounds that CDE failed to correctly apply the standards for evaluating the format requirements or the applications as specified in the application. An applicant may not use the appeal process to present new information to enhance their application. The protesting applicant must file a full and complete written appeal, including the issue(s) in dispute, the legal authority or other basis for the protester's position and the remedy sought. Protests must be addressed to:

Deputy Superintendent
Curriculum and Instructional Leadership Branch
California Department of Education
1430 N Street, Suite 5602
Sacramento, CA 95814

At his/her sole discretion, the Deputy Superintendent may hold oral hearings, have a hearing on written briefs or both. The decision of the Deputy Superintendent shall be the final administrative action afforded the protester.

Application Instructions and Forms

A. General Instructions

To apply for an Arts Work Visual and Performing Arts Education Grant, complete all the applicable forms for the grant included in this packet and secure all the additional materials. Specific instructions for the completion of the required forms are included. Use only the forms that apply to the program for which you are applying. Check that all procedures under “Grant Writing Tips” below have been followed.

B. Grant Writing Tips

1. This grant program is designated specifically for arts education as defined by the goals of this grant program, the *Visual and Performing Arts Content Standards*, and by the *Visual and Performing Arts Framework*. The project should be part of a district-wide plan for arts education in dance, music, theatre and the visual arts in all schools and for each student. The applicant should develop the outcomes of the grant to have significant and lasting benefits for teachers and students in kindergarten through grade twelve.
2. Goals, objectives, and outcomes should be measurable. A plan to measure results must be included.
3. While the goals for this program include dance, music, theatre, and the visual arts, work in all four disciplines need not proceed simultaneously. However, implementation plans for all four disciplines must be explained in the district plan.
4. Do not request funds for the continued support of a local program or existing teaching position, to replace funding that has been reduced or eliminated, or to fund a project outside of visual and performing arts education. A program that focuses on a given subject area and treats dance, music, theatre and visual arts as a tangential would not be funded; however, inter-disciplinary programs may be recommended for funding if the primary focus is on the visual and performing arts.
5. While funding for field trips is acceptable, the applicant must clearly state the educational objectives and expected outcomes that relate to the visual and performing arts curriculum.
6. If applicable, the professional development program for teachers should include the services of The California Arts Project (TCAP) to provide staff development in the arts. Appendix 5 provides a list of TCAP sites and contact numbers. The nearest TCAP site should be consulted when writing the grant plan and application. The nature of the services, a contact person with phone number and email address should be indicated for any professional development provider to be used in the project.
7. Compensation for the hiring of substitute teachers from grant funds should be limited and fully described in the application and budget. Grant funds may be used to pay teacher stipends for working during non-school hours.

8. Grant funds may not be used for promotional purposes, such as to produce flyers for a program or to create a “nest egg” to begin a scholarship program.
9. The use of state funds for food or refreshments is not allowed.
10. Explain all travel expenses in the budget narrative. Out-of-state travel will not be approved.
11. Approval of the governing board must be in the form of a letter on official letterhead or an excerpt from the board minutes and must follow Form 2 (Application Cover Form). Proposals without board approval including the date the board gave formal approval will be disqualified from the review process and returned to the applicant. Plan ahead to get the application approved by the district governing board.
12. Proposals are to be printed on white paper, one side only. Bind the proposal with a staple or reusable binder clip. Do not use plastic report folders or spiral-bound binding. Do not insert any colored pages or color copies.
13. All grant applications and any items included with the application become the property of the California Department of Education and will not be returned to the applicant.
14. Submit the original application with the original signature of the superintendent of the LEA.
15. Submit two copies of the application along with the original application by the application deadline (total of three). The package must arrive or be postmarked by the January 31, 2003 deadline. The application can be hand-delivered as described on page 11.

C. Instructions for Completing Forms 1 Through 7

Form 1 – Application Checklist

Complete the Application Checklist (Form 1) indicating all required forms and attachments to be submitted with the application. This will be the first page of the submitted application. Be sure the forms and attachments are submitted in the order given on the Application Checklist.

Each application must include an original proposal signed by the superintendent, the board of education approval verification, along with two copied sets of the above items, making a total of three sets.

Form 2 – Cover Form Instructions

Category – Check the box for the one program for which you are applying in this application. For program III also check the category that describes your project. If applying for more than one grant a separate application must be submitted for each one. Only one application may be submitted in each program or program category. Indicate if you have received or currently have an Arts Work Grant (indicating program categories

and year for which you have received funding) or a Local Arts Education Partnership Grant and the cycle year.

Grants Submitted – Check the number of boxes to indicate the total number of grants for which you are applying under the Arts Work Grant Program.

Name of Local Education Agency and Code – School districts and county offices of education **must** fill in the seven-digit CDS number.

Project Title – Enter a short descriptive title of your project here.

Amount Requested – Enter the amount of state funding requested. This must correspond to the total indicated on the budget narrative form.

Address – Enter the appropriate information here. The district's complete address must be used.

Project Coordinator Name and Information – Enter the name of one project coordinator who will carry the program responsibilities here and include a phone number, email address and fax number for this person.

Verification of Approval by Board – Enter here the date of approval of the governing board of the school district or county office. Include a copy of the minutes or other substantiating information after the cover form. **Applications submitted without certification of board approval will be disqualified.**

Name and Signature of Superintendent – Enter the name and the signature of the district superintendent.

Form 3 – Project Summary Form Instructions

Complete the required information at the top of the form using the most recent district demographic data. Write the goal of the project, major objectives of the project and the primary activities that will meet the proposed objectives of the project. The description of the goal should be no more than 75 words. Use only the one form sheet to complete the requested information.

Form 4 – Program Narrative Instructions for All Programs

Program I: Project Narrative for Local Arts Education Partnership Assistance Grants

Please review this description of the project narrative, the grant writing tips on pages 19-20, and the program description on page 6 then respond to the twelve specific narrative items. Submit no more than a total of eight pages for items 1-10 in 12-point font size. Leave one-inch margins. Number and title each section by the title given below and underline the title (e.g., 1. History, Commitment and Accomplishments) then proceed with your description.

Number each narrative page in the upper right-hand corner beginning with the number 1 followed by applicant's name.

Be sure to include a copy of the Project Summary Page from your 2003-2004 Local Arts Education Partnership (LAEP) Grant as Attachment 2. This is a copy of the page from the LEAP Program application that was submitted to the California Arts Council describing the goal of the LAEP project, major objectives, and proposed activities to meet the objectives.

The narrative for Program I must include the following in the order given:

1. History, Commitment and Accomplishments

Specify what the LEA's visual and performing arts education goal is for all schools and all students. Describe the history and commitment of the LEA to arts education. Describe the process used and the individuals involved to plan this project. Describe how this project fits into the district's arts education plan. If the LEA had a previous Arts Work Program I grant, describe the accomplishments realized through the grant.

2. Current Assessment of Arts Program

Describe to what degree an instructional program in each of the arts (dance, music, theatre, and visual arts) is being implemented in the schools in the district or county. Describe what is available and what is needed. Base your assessment on the *Visual and Performing Arts Framework* (CDE, 1996), the *Content Standards for the Visual and Performing Arts* (CDE Press, 2001), and the *Arts Education Program Toolkit* (CDE Press, 2001). You may include demographic information. If applicable, include the needs for arts education of homeless children, children with special needs, children at risk, school dropouts and the children of migrant workers who may not be attending class regularly.

3. Goals and Objectives

Describe in measurable terms how the goals and objectives of the project will be accomplished. Specify how the funding provided by this grant work with the LAEP grant project will move the district or county toward a fully implemented standards-based visual and performing arts program for all students in each of the schools.

4. Activities (optional)

You may use this section to expand upon or to describe in greater detail the activities you propose to achieve the goals and objectives of your project indicated on the chart (Form 6). **Note:** Arts Work Grant funding is for activities that support the implementation of a standards-based visual and performing arts program. Applications that include funding for activities such as festivals, exhibitions, and play productions are less likely to be funded. When funding is designated for arts organizations or artists to do performances or provide instruction at the school, or if students will be attending performances or exhibitions, a one page rational or planning form that relates the arts experience to the arts curriculum must be attached (indicate as Attachment 5).

5. Local Arts Agency and Use of Resources

Describe the capacity of the Local Arts Agency (LAA) and the LEA to complete the project using this assistance funding. Provide details on additional community arts resources to be used in this

expanded project and how the services of the arts resources you are currently using will be expanded. Resources may include, but are not limited to professional artists, arts teachers, performing artists and companies, museums, art galleries, institutions of higher education. Describe how time will be provided for teacher, artists and other to plan for program implementation. **Note:** When funding is going to a subcontractor, the narrative must include what role the contractor will play in implementing a standards-based arts education program. If the contractor will provide professional development, indicate the topics and content that will be covered.

6. Project Coordinator's Responsibilities

Describe how the LAA project coordinator and the LEA project coordinator will share responsibilities to complete all aspects of this project. Describe the responsibilities of the grant project coordinator and how the project duties fit into the current responsibilities for this individual. **Note:** The name and time commitment of the coordinator toward grant project activities must be shown in the narrative budget. No more than \$12,000 of grant funds (including benefits) may be allocated toward a coordinating position.

7. Professional Development

Describe how teachers' knowledge and skills to teach in and through the arts will be increased through this project. There should be professional development included for all teachers participating in the project, for participating artists working with students and, if applicable, for other teachers in the district. Specify how The California Arts Project will be involved. **Note:** A letter of support from the professional development provider indicating the scope of the proposed program, number of teachers involved and number of contact hours should be provided as Attachment 6 (see page 34 for instructions). Along with The California Arts Project, Arts Work Grant funding may be used to provide professional development by having teachers attend the professional development conferences of the state professional arts education associations: the California Dance Educators Association, the California Association for Music Education, the California Educational Theatre Association, and the California Art Education Association (see Appendix 7).

8. Student Assessment

Describe how students will be assessed on their progress toward achievement of arts standards. The student assessment must be linked to the program goals and objectives.

9. Program Evaluation

Describe the evaluation you will use for this expanded program. The evaluation process should identify the tools and strategies that will be used to identify to what effect the grant proposal has been accomplished. The program evaluation must be linked to the program goals and objectives.

10. Future and Supplemental Support

Describe plans to obtain future funding and support for implementing and maintaining an arts education program over the next two to five years. Indicate how the LEA will continue and sustain the work begun under this project when grant funds are no longer available.

11. Project Budget Narrative

The project budget narrative (Form 5) should follow the project narrative. See page 31 for instructions for completing this form. If other funds outside of this Arts Work Grant application are to be utilized, indicate in the narrative the amount and for what items the additional funds are supporting.

12. Chart of Objectives, Activities, Evaluation Strategies, and Timeline

Following the project narrative budget the applicant must include the summary chart of objectives, activities, evaluation strategies to be used for the objectives and activities, and a timeline (Form 6). This chart may be in 10-point font and may extend to two pages. See pages 33 for specific instructions for completing this form.

Program II: Project Narrative for Local Arts Education Partnership Expansion Grants

Please review this description of the project narrative, the grant writing tips on pages 19-20, and the program description on page 7 then respond to the twelve specific narrative items. Submit no more than a total of eight pages for items 1-10 in 12-point font size. Leave one-inch margins. Number and title each section by the title given below and underline the title (e.g., 1. History, Commitment and Accomplishments) then proceed with your description. Number each narrative page in the upper right-hand corner beginning with the number 1 followed by applicant's name.

Be sure to include a copy of the Project Summary Page from your 2002-2003 LAEP Grant as Attachment 3. This is a copy of the page from the Local Arts Education Partnership Program application that was submitted to the California Arts Council describing the goal of the LAEP project, major objectives, and proposed activities to meet the objectives.

The narrative for Program II must include the following in the order given:

1. History, Commitment and Accomplishments

Specify what the LEA's visual and performing arts education goal is for all schools and all students. Describe the history and commitment of the LEA to arts education. Describe the process used and the individuals involved to plan this project. Describe how this project fits into the district's arts education plan. If the LEA had a previous Arts Work Program I grant, describe the accomplishments realized through the grant.

2. Current Assessment of Arts Program

Describe to what degree an instructional program in each of the arts (dance, music, theatre, and visual arts) is being implemented in the schools in the district or county. Describe what is available and what is needed. Base your assessment on the *Visual and Performing Arts Framework* (CDE, 1996), the *Content Standards for the Visual and Performing Arts* (CDE Press, 2001), and the *Arts Education Program Toolkit* (CDE Press, 2001). You may include demographic information. If applicable, include the needs for arts education of homeless children, children with special needs, children at risk, school dropouts and the children of migrant workers who may not be attending class regularly. **Note:** Program II applicant districts must

have adopted a set of visual and performing arts content standards. A letter verifying that arts content standards have been adopted should be submitted as Attachment 4 (see page 34 for instructions).

3. Goals and Objectives

Describe in measurable terms how the goals and objectives of the project will be accomplished. Detail how the funding provided by this grant will extend the work accomplished during the three years the LEA was involved in the LAEP grant program. Specify how the funding provided by this grant work with the LAEP grant project will move the district or county toward a fully implemented standards-based visual and performing arts program for all students in each of the schools. Describe how teachers' knowledge and skills to teach in and through the arts will be increased through this project.

4. Activities (optional)

You may use this section to expand upon or to describe in greater detail the activities you propose to achieve the goals and objectives of your project as indicated on the chart (Form 6). **Note:** Arts Work Grant funding is for activities that support the implementation of a standards-based visual and performing arts program. Applications that include funding for activities such as festivals, exhibitions, and play productions are less likely to be funded. When funding is designated for arts organizations or artists to do performances or provide instruction at the school, or if students will be attending performances or exhibitions, a one page rational or planning form that relates the arts experience to the arts curriculum must be attached (indicate as Attachment 5).

5. Local Arts Agency and Use of Resources

Describe the capacity of the Local Arts Agency (LAA) and the LEA to complete the project using this assistance funding. Provide details on additional community arts resources to be used in this expanded project and how the services of the arts resources you are currently using will be expanded. Resources may include, but are not limited to professional artists, arts teachers, performing artists and companies, museums, art galleries, institutions of higher education. Describe how time will be provided for teacher, artists and other to plan for program implementation. **Note:** When funding is going to a subcontractor, the narrative must include what role the contractor will play in implementing a standards-based arts education program. If the contractor will provide professional development, indicate the topics and content that will be covered.

6. Project Coordinator's Responsibilities

Describe how the LAA project coordinator and the LEA project coordinator will share responsibilities to complete all aspects of this project. Describe the responsibilities of the grant project coordinator and how the project duties fit into the current responsibilities for this individual. **Note:** The name and time commitment of the coordinator toward grant project activities must be shown in the narrative budget. No more than \$12,000 of grant funds (including benefits) may be allocated toward a coordinating position.

7. Professional Development

Describe how teachers' knowledge and skills to teach in and through the arts will be increased through this project. There should be professional development included for all teachers participating in the project, for participating artists working with students and, if applicable, for

other teachers in the district. Specify how The California Arts Project will be involved. **Note:** A letter of support from the professional development provider indicating the scope of the proposed program, number of teachers involved and number of contact hours should be provided as Attachment 6 (see page 34 for instructions). Along with The California Arts Project, Arts Work Grant funding may be used to provide professional development by having teachers attend the professional development conferences of the state professional arts education associations: the California Dance Educators Association, the California Association for Music Education, the California Educational Theatre Association, and the California Art Education Association (see Appendix 7).

8. Student Assessment

Describe how students will be assessed on their progress toward achievement of arts standards. The student assessment must be linked to the program goals and objectives.

9. Program Evaluation

Describe the evaluation you will use for this expanded program. The evaluation process should identify the tools and strategies that will be used to identify to what effect the grant proposal has been accomplished. The program evaluation must be linked to the program goals and objectives.

10. Future and Supplemental Support

Describe plans to obtain future funding and support for implementing and maintaining an arts education program over the next two to five years. Indicate how the LEA will continue and sustain the work begun under this project when grant funds are no longer available.

11. Project Budget Narrative

The project budget narrative (Form 5) should follow the project narrative. See pages 32-33 for instructions for completing this form. If other funds outside of this Arts Work Grant application are to be utilized, indicate in the narrative the amount and for what items the additional funds are supporting.

12. Chart of Objectives, Activities, Evaluation Strategies, and Timeline

Following the project narrative budget the applicant must include the summary chart of objectives, activities, evaluation strategies to be used for the objectives and activities, and a timeline (Form 6). This chart may be in 10-point font and may extend to two pages. See page 33 for specific instructions for completing this form.

**Program III: Project Narrative for
Arts Education Implementation Grants (all categories)**

Please review this description of the project narrative, the grant writing tips on pages 19-20, and the program description on pages 7-9 then respond to the twelve specific narrative items. Submit no more than a total of eight pages for items 1-10 in 12-point font size. Leave one-inch margins. Number and title each section by the title given below and underline the title (e.g., 1. History, Commitment and Accomplishments) then proceed with your description.

Number each narrative page in the upper right-hand corner beginning with the number 1 followed by applicant's name.

The narrative for Program III must include the following in the order given:

1. History, Commitment and Accomplishments

Specify what the LEA's visual and performing arts education goal is for all schools and all students. Describe the history and commitment of the LEA to arts education. Describe the process used and the individuals involved to plan this project. Describe how this project fits into the district's arts education plan. If the LEA had a previous Arts Work Program I grant, describe the accomplishments realized through the grant.

2. Current Assessment of Arts Program

Describe to what degree an instructional program in each of the arts (dance, music, theatre, and visual arts) is being implemented in the schools in the district or county. Describe what is available and what is needed. Base your assessment on the *Visual and Performing Arts Framework* (CDE, 1996), the *Content Standards for the Visual and Performing Arts* (CDE Press, 2001), and the *Arts Education Program Toolkit* (CDE Press, 2001). You may include demographic information. If applicable, include the needs for arts education of homeless children, children with special needs, children at risk, school dropouts and the children of migrant workers who may not be attending class regularly. **For Category 2 Only – Student Assessment:** Category 2 applicant districts must have adopted a set of visual and performing arts content standards. A letter verifying that arts content standards have been adopted should be submitted as Attachment 4 (see page 34 for instructions).

3. Goals and Objectives

Describe in measurable terms how the goals and objectives of the project will be accomplished. Specify how the funding provided by this grant will move the district or county toward a fully implemented standards-based visual and performing arts program for all students in each of the schools.

4. Activities (optional)

You may use this section to expand upon or to describe in greater detail the activities you propose to achieve the goals and objectives of your project as indicated on the chart (Form 6). **Note:** Arts Work Grant funding is for activities that support the implementation of a standards-based visual and performing arts program. Applications that include funding for activities such as festivals, exhibitions, and play productions are less likely to be funded. When funding is designated for arts organizations or artists to do performances or provide instruction at the school, or if students will be attending performances or exhibitions, a one page rational or planning form that relates the arts experience to the arts curriculum must be attached (indicate as Attachment 5).

5. Planning Process and Use of Resources

Describe the process used to plan this project. Include who was involved in the planning including community resources. Include a description of the process and criteria for selecting resources to use in the project, how they are consistent with identified needs and program goals, and how district arts specialists and arts teachers will be involved in the plan. Resources may include, but are not limited to, arts specialists, arts teachers, professional artists and companies,

museums, art galleries, institutions of higher education. **Note:** When funding is going to a subcontractor, the narrative must include what role the contractor will play in implementing a standards-based arts education program. If the contractor will provide professional development, indicate the topics and/or content that will be covered.

6. Project Coordinator's Responsibilities

Describe the responsibilities of the grant project coordinator and how the project duties fit into the current responsibilities for this individual. **Note:** The name and time commitment of the coordinator toward grant project activities must be shown in the narrative budget. No more than \$12,000 of grant funds (including benefits) may be allocated toward a coordinating position.

7. Professional Development

Describe how teachers' knowledge and skills to teach in and through the arts will be increased through this project. Describe how teachers' knowledge and skills to teach in and through the arts will be increased through this project. There should be professional development included for all teachers participating in the project and for participating artists working with students. If applicable, specify how The California Arts Project (TCAP) will be providing professional development services. **Note:** A letter of support from the professional development provider indicating the scope of the proposed program, number of teachers involved and number of contact hours should be provided as Attachment 6 (see page 34 for instructions). Along with The California Arts Project, Arts Work Grant funding may be used to provide professional development by having teachers attend the professional development conferences of the state professional arts education associations: the California Dance Educators Association, the California Association for Music Education, the California Educational Theatre Association, and the California Art Education Association (see Appendix 7).

8. Student Assessment

Describe how students will be assessed on their progress toward achievement of arts standards. The student assessment must be linked to the program goals and objectives.

9. Program Evaluation

Describe the evaluation you will use for this arts program expansion. The evaluation process should identify the tools and strategies that will be used to identify to what effect the grant proposal has been accomplished. The program evaluation must be linked to the program goals and objectives.

10. Future and Supplemental Support

Describe plans to obtain future funding and support for implementing and maintaining an arts education program over the next two to five years. Indicate how the LEA will continue and sustain the work begun under this project when grant funds are no longer available.

11. Project Budget Narrative

The project budget narrative (Form 5) should follow the project narrative. See page 31 for instructions for completing this form. If other funds outside of this Arts Work Grant application are to be utilized, indicate in the narrative the amount and the items the additional funds are supporting.

For Category 2 Only – Student Assessment

Prepare the budget for release time and travel for three people to attend three two-day network meetings to work on group projects. A \$3,000 sub-contract to the California Alliance for Arts Education (CAAE) for school district access to a statewide arts assessment item pool and student work profile project, the production of arts assessment materials, and assessment products developed by the assessment network must be included in the budget narrative.

For Category 3 Only – Model Arts Program Network

Release time and travel for two people to attend three two-day networking meetings, and for three to five people to attend two network conferences must be included in the budget. Also budget for a \$3,000 sub-contract to the California Alliance for Arts Education (CAAE) for network coordination that includes meeting planning, conference implementation, assistance with data collection and analysis, and products to assist with the goals of the project.

12. Chart of Objectives, Activities, Evaluation Strategies, and Timeline

Following the project narrative budget the applicant must include the summary chart of objectives, activities, evaluation strategies to be used for the objectives and activities, and a timeline (Form 6). This chart may be in 10-point font and may extend to two pages. See page 33 for specific instructions for completing this form.

**Program IV: Project Narrative for
On-line Arts Resource Center**

Please review this description of the project narrative, the grant writing tips on pages 19-20, and the program description on page 9 then respond to the eight specific items. Submit no more than a total of eight pages for items 1-6 in 12-point font size. Leave one-inch margins. Number and title each section by the title given below and underline the title (e.g., 1. LEA's Commitment to Arts Education and the On-Line Arts Resource Center) then proceed with your description. Number each narrative page in the upper right-hand corner beginning with the number 1 followed by applicant's name. The project coordinator's 1-3 page resume and resumes of other personnel involved may be submitted as supplemental materials as well as other pertinent materials. No supplemental materials will be returned.

The goal for this grant is for a LEA or partnership of two or more LEAs to expand and continue the work of TeachingArts.org, the state on-line arts resource center for the visual and performing arts. The resource center helps all teachers, K-12, provide standards-based arts instruction and provides resources for students to use to increase their knowledge and skills in the arts. The LEAs must have the ability to, and prior experience in, creating and storing electronic resources and in keeping the resources current.

The funding for the 2003-2004 year for Program IV is for up to \$500,000. Funding for additional years of this grant is contingent upon continued budget appropriations. The grantee is encouraged to seek additional funding and support for the project.

The narrative for Program IV must include the following in the order given:

1. LEA's Commitment to Arts Education and to the TeachingArts.org On-line Resource Center

Describe the history and commitment of the LEA to arts education. Include the knowledge and leadership of the LEA in the Visual and Performing Arts and use of community resources to support the arts. Specify why the LEA is interested in hosting and developing the TeachingArts.org on-line arts resource center. Describe on this will help the teachers and students in the LEA's schools as well as statewide.

2. LEA and Personnel Experience

Identify the project coordinator and describe the ability of this person to collaboratively plan, coordinate, and implement this project. Identify the personnel who will participate in this project and the experience they have had that would lead to the success of this project. The LEA may employ personnel or services can be subcontracted. Describe what similar projects the LEA or subcontractor has completed. Provide references to web sites and other materials the LEA or the subcontractor has developed or played a role in developing.

3. Capacity of LEA to Complete the Task

The following are tasks, at the minimum, that are included in this project. Describe the LEA's vision of, and capacity to, complete the following tasks:

- Identify and evaluate existing on-line resources
- Organize existing resources in concert with *the Visual and Performing Arts Content Standards* and *Visual and Performing Arts Framework*
- Store resources or pointers on an Internet accessible server
- Maintain resources and create new resources
- Develop and maintain interactive devices such as list-serves and chat rooms
- Develop and maintain data bases
- Input, maintain, and provide for the use of an arts assessment item pool
- Collaborate with the CDE, teachers, administrators, The California Arts Project, business and industry, and other LEAs in planning, creating resources, disseminating information and providing training
- Create a CD-ROM that is a companion to the TeachingArts.org web site containing examples of multimedia materials (i.e., video clips of professional and student work and text materials) related to implementing high quality visual and performing arts programs in dance, music, theatre, and visual arts.
- Develop partnerships with higher education, business and industry, government agencies, and foundations to support the project
- Develop partnerships with the above and with arts providers such as museums and the music and film industries to provide access to and develop resources for students and teachers
- Provide support to the California Arts Assessment Network and the Model Arts Program Network

4. Updates to Resource Center

Describe the process that will be used to keep the TeachingArts.org on-line arts resources current.

5. Program Evaluation

Describe the evaluation you will use for the TeachingArts.org on-line resource. The evaluation process should identify the tools and strategies that will be used to identify to what effect the grant proposal has been accomplished. The program evaluation must be linked to the program goals and objectives.

6. Future Plans and Supplemental Support

Describe the LEA's commitment to making the resource center ongoing when funding from this grant is expended. Describe additional support to amplify grant funding. Describe plans to obtain future funding to sustain the TeachingArts.org on-line resource.

7. Project Budget Narrative

The project budget narrative (Form 5) should follow the project narrative. See page 31 for instructions for completing this form. If other funds outside of this Arts Work Grant application are to be utilized, indicate in the narrative the amount and for what items the additional funds are supporting.

8. Chart of Objectives, Activities, Evaluation Strategies, and Timeline

Following the project narrative budget the applicant must include the summary chart of objectives, activities, evaluation strategies to be used for the objectives and activities, and a timeline (Form 6). This chart may be in 10-point font and may extend to two pages. See page 33 for specific instructions for completing this form.

Form 5 – Project Narrative Budget Instructions

The project narrative budget supports the plan outlined in the project narrative and should be deemed reasonable and realistic for the goals and objectives of the project. All costs should be sufficiently explained. LEA's may apply indirect costs for this grant program at the approved CDE indirect rate for 2002-2003. However, if indirect costs are not included in the original grant application budget, they may not be collected after final grant approval. Indirect costs may not be applied to capital outlay expenditures. Grant funds may not be used to supplant existing personnel or services and may not be used for meals or refreshments served at trainings or workshops. Salaries for personnel (including a coordinator) must be in the objectives of the project and are limited to \$12,000 including benefits. Make sure that certificated and classified personnel are accurately identified so that no one person is paid from both certificated and classified categories. Equipment purchases are limited to a total of \$5,000. Material purchases are limited to a total of \$8,000. Both equipment and material purchases must be connected to a project curricular goal that directly affects students. Specific information on the purchase of equipment using ARTS WORK grant funds can be found under Application Requirements, Equipment Purchase and Classifications (page 13). Review the "Sample Project Budget Narrative" on page 32.

Sample Project Budget Narrative 2003-2004

Visual and Performing Arts Education Grant Program

LEA:	CDS Code:	Grant Category:
Project Coordinator:	Phone:	

Complete a detailed budget description for your project with amounts for each item in each category using the following format (you may reproduce/modify the form). Be sure that the budget expenditures align with the objectives and activities described in the narrative.

Restrictions:

- Indirect costs that exceed the approved CDE rate for FY 03-04 (indirect rate cannot be applied to capital outlay expenses)
- Supplanting existing personnel or services; limit of any one person's salary to \$12,000 including benefits
- Meals or refreshments served at workshops and training sessions
- Total equipment costs must not exceed \$5,000; instructional materials not to exceed a total of \$8,000

Budget Object Code	Description/Justification	Amount
A. Certified Personnel Salaries (includes salaries, release pay, or stipends for non-work hours)		
1000	Substitute pay for ten days @ \$100 a day for ten teachers to attend training in standards-based curriculum design provided by The California Arts Project.	\$10,000.00
B. Classified Personnel Salaries (includes salaries or clerical relief)		
2000		
C. Employee Benefits		
3000		
D. Instructional Materials and Supplies (i.e., books, instructional resource materials, software)		
4000	Purchase of videotapes to use in primary level dance curriculum to demonstrate the historical and cultural context of dance.	\$225.00
E. Operating Expenses (includes travel, meals, lodging costs and registration fees for workshop attendance, room rental, speakers for training, school buses, subcontractors such as artist, performing groups, professional development providers)		
5000	Provide school buses for four field trips to the Light Opera Company for student and teacher workshops and to attend performances.	\$300.00
	TCAP Collaborative Design Institute for 10 teachers @ \$1,000 (2 weeks plus follow-up sessions)	\$10,000.00
F. Capital Outlay (i.e. video camera, computer hardware)		
6000		
G. Other (provide details)		
Indirect Costs: Indirect costs may not exceed the CDE approved rate for FY 2003-2004.		
Indirect cost calculation: Total of A through G: \$20,525 x CDE rate: 4.60% = \$944.15		\$944.15
Total Budget:		\$21,469.15

Form 6 – Objectives, Activities, Evaluation Strategies, Timeline Chart

For the chart of Objectives, Activities, Evaluation Strategies, and Timeline, you may use 10-point type and it may extend to two pages). The chart format is provided as Form 6.

Program objectives describe what the project hopes to accomplish in measurable terms. Using the format provided, indicate your project objectives, activities that will be undertaken to meet the objectives including the various means for evaluating the program objectives and activities, what the success indicators will be that measure the accomplishment of the program, and a timeline that communicates the feasibility of the project. The chart should additionally address the following:

- The program provided for students is to take place primarily during the regular school day.
- Districts applying in this program must develop or implement visual and performing arts content standards for all students. On the chart, include the process to be used to begin developing or implementing a standards-based arts education program.
- Include professional development activities and how The California Arts Project will be involved.

Form 7 – Drug-Free Workplace Certification

This form must include the LEA's federal I.D. number; be signed and dated to accompany the application.

D. Instructions for Attachments

Attachments to the Arts Work Visual and Performing Arts Grant application forms should be completed and numbered as follows:

Attachment 1 – Board Approval Documentation (Required for All Programs)

Grant applications for all programs within the Arts Work Visual and Performing Arts Grant Program must be accompanied by approval of the governing board to submit the grant application to the California Department of Education. The approval must be in the form of a letter on official letterhead or an excerpt from the board minutes and must follow Form 2 (Application Cover Form). Proposals without board approval including the date the board gave formal approval will be disqualified from the review process and returned to the applicant.

Attachment 2 – LAEP 2003-2004 Application Program Summary (Program I only)

For all Program I applications, a copy of the Project Summary Page from your 2003-2004 Local Arts Education Partnership (LAEP) Grant must be included as Attachment 2. This is a copy of the page from the LEAP Program application that was submitted to the California

Arts Council describing the goal of the LAEP project, major objectives, and proposed activities to meet the objectives. Include the name of the Local Arts Agency (LAA) named in the LAEP grant and the name, address and telephone number for the LAA contact person.

Attachment 3 – LAEP 2002-2003 Application Program Summary (Program II only)

For all Program II applications, a copy of the Project Summary Page from your 2002-2003 LAEP Grant must be included as Attachment 3. This is a copy of the page from the Local Arts Education Partnership Program application that was submitted to the California Arts Council describing the goal of the LAEP project, major objectives, and proposed activities to meet the objectives. Include the name of the Local Arts Agency (LAA) named in the LAEP grant and the name, address and telephone number for the LAA contact person.

Attachment 4 – Verification of Adopted Arts Content Standards (Program II and Program III, category 2 only)

For all Program II and Program III, category 2 (Student Assessment) applications, submit a letter signed by the LEA superintendent or designee verifying that arts content standards have been adopted by the LEA or school districts working with an applicant county office of education. Indicate if the adopted district standards are aligned with the *Visual and Performing Arts Content Standards for California Public Schools* (2001).

Attachment 5 – Rationale and Planning for Arts Organizations or Artist Performances (Program III only)

When funding is designated for arts organizations or artists to do performances or provide instruction at the school, or if students will be attending performances or exhibitions, a one page rationale and planning form that relates the arts experience to the arts standards and curriculum must be attached.

Attachment 6 – Letter of Support from Professional Development Provider (Programs I, II, and III)

Grant proposals providing professional development need to submit a letter of support from The California Arts Project (TCAP) or other professional development provider. The letter should indicate the nature of the services, numbers of teachers involved, and number of contact hours. A contact person with phone number and email address should be indicated.

E. Forms

Applicants must use copies of the following pages containing Forms 1 through 7 when submitting an Arts Work grant proposal. Attachments should be included in the proper order with the forms as indicated on the Application Checklist (Form 1).